



PETITION FOR SPECIAL PERMIT AND/ OR MAJOR SITE PLAN REVIEW

(Please type or print)

ZBA Use Only

File # _____

Each application for special permit and major site plan submission shall be prepared in accordance with the provisions of Zoning Ordinance Section 9.3 & 9.4. The purpose of this document is to identify the submission requirements in checklist form, so as to help applicants better understand the process and guide them in the preparation of their application. The applicant should refer to the following resources for more in-depth descriptions of the Special Permit and Major Site Plan requirements:

Zoning Ordinance- www.ci.chelsea.ma.us/Public_Documents/ChelseaMA_Planning/zoning_docs/zoneord

Chelsea Development Guide- www.ci.chelsea.ma.us/Public_Documents/ChelseaMA_Planning/publications

Site Information- Maps available at Assessor's Office
and <http://maps.chelseama.gov/>

Property Address: _____

Assessor's Map: _____ & Lot: _____

Current Zoning District (Check One)



- | | |
|--|--|
| <input type="checkbox"/> Residence 1 | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Residence 2 | <input type="checkbox"/> Waterfront |
| <input type="checkbox"/> Residence 3 | <input type="checkbox"/> Light Industrial |
| <input type="checkbox"/> Retail Business | <input type="checkbox"/> Light Industrial 2 |
| <input type="checkbox"/> Retail Business 2 | <input type="checkbox"/> Naval Hospital
Commercial |
| <input type="checkbox"/> Shopping Center | <input type="checkbox"/> Naval Hospital
Residential |
| <input type="checkbox"/> Business | |
| <input type="checkbox"/> Highway Business | |

2. General Information

Petitioner Name: _____

Petitioner Address: _____

Tel. #: Days () _____ - _____

Evenings: () _____ - _____

Fax: () _____ - _____

Email: _____

Petitioner is: ☐ Owner ☐ Prospective Purchaser ☐ Tenant
☐ Licensee ☐ Other (Describe) _____

Owner Name (if different): _____

Owner address: _____

Tel. #: Days () _____ - _____

Evenings: () _____ - _____

Fax: () _____ - _____

Email: _____

Designee Name (if different from Petitioner): _____

Designee address: _____

Tel. #: Days () _____ - _____

Evenings: () _____ - _____

Fax: () _____ - _____

Email: _____

3. Type of Application (Check all that apply):

- ☐ Special Permit ☐ Site Plan Approval ☐ Planned Development
- ☐ Amend an Existing Board Order (explain)_____

4. Written Project Summary- Describe the proposed and existing uses, structure locations, number of housing units, parking, setbacks, project schedule, and other relief necessary:

[illegible]

5. Type of Request (Check all that apply):

- ☐ Use Request by Special Permit ☐ Extension of Non-Conforming Structure (See Worksheet 1)
☐ Extension of Non-Conforming Use ☐ Other Request _____

6. Fee Schedule (Fees may be paid by personal check, treasurer's check or money order)

Special Permit Application Fee: **\$350.00** payable to the City of Chelsea
\$60.00 payable to the *Chelsea Record*

Site Plan Application Fee: **\$60.00** payable to the *Chelsea Record*

I/We hereby certify under the pains and penalties of perjury that the foregoing information contained in this petition are true and complete.

SIGNATURE OF PETITIONER

DATE _____

SIGNATURE OF PROPERTY OWNER

DATE _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO APPLICANT

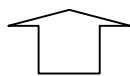
Zoning Board of Appeals
City Hall, Room 101, 500 Broadway
Chelsea, Massachusetts 02150
Telephone (617) 889-8233
Fax (617) 889-8357

Dimensional Worksheet

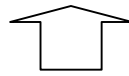
Structure Dimensional Checklist To Be Completed By Applicant

Applicant Name	
Applicant Address	
Parcel Address	
Zoning District	

	Allowed/ Required	Existing	Proposed	Granted
Lot Size				
Lot area/du				
Total Floor Area Ratio				
Total Gross Floor Area				
Total Dwelling Units				
Rental/Ownership				
Affordable				
Minimum Yard Setbacks				
Front				
Side, Left				
Side, Right				
Rear				
Total % Open Space				
Open Space/du				
Off Street Parking				
Handicapped				
Loading Bays				
Bicycle Parking				
Max Height				



Available in the City
of Chelsea Zoning
Ordinance



Provided by the
Applicant



Provided by the
Applicant



To be filled in by the
Board

Special Permit / Major Site Plan / Variance

Submission Requirements

The following list is intended to aid the applicant in gathering all required supporting materials for the special permit and site plan process. Applicants may request a waiver of specific elements of the submission requirements with a written letter addressed to the Zoning Board of Appeals. Incomplete applications will not be accepted and will be returned to the applicant. Applicants are invited to submit a pre-application sketch of the proposed project to the Department of Planning and Development and to schedule a comment period at a regular meeting of the ZBA. Plans shall be prepared by a registered engineer, registered land surveyor, architect or landscape architect, as appropriate. Double-sided copies of reports are permitted and encouraged when submitting drainage calculations, traffic reports, or engineering data.

It is the applicant's responsibility to deliver all application and attachments as follows:

Major Site Plan Submission Requirements

Submitted and stamped at the
City Clerk's Office:

Seventeen petition sets

*(including three 24" x 36" plans
and fourteen 11" x 17" plans)*

- City Clerk (original copy)
- Zoning Board of Appeals (6)
- Planning Board (10)

Delivered by the applicant:

Five petition sets

(including five 24" x 36" plans)

- Building Commissioner (1)
- Department of Public Works (1)
- Fire Department (1)
- Conservation Commission (1)
- Board of Health (1)

Variance Submission Requirements

Submitted and stamped at the
City Clerk's Office:

Seven petition sets

*(including two 24" x 36" plans
and five 11" x 17" plans)*

- City Clerk (original copy)
- Zoning Board of Appeals (6)

Special Permit Submission Requirements

Submitted and stamped at the
City Clerk's Office:

Seventeen petition sets

*(including three 24" x 36" plans
and fourteen 11" x 17" plans)*

- City Clerk (original copy)
- Zoning Board of Appeals (6)
- Planning Board (10)

Delivered by the applicant:

Five petition sets

(including five 24" x 36" plans)

- Building Commissioner (1)
- Department of Public Works (1)
- Fire Department (1)
- Conservation Commission (1)
- Board of Health (1)

*Special permit applications to reconstruct, extend, alter, a non-conforming single or two-family structure need to submit only one (1) original 11" x 17" plans and fifteen (15) copies of plans. (Section 9.3.3)

Waiving of Requirements

A letter requesting a waiver of requirements should accompany any application that does not include all checklist items. This waiver letter should also explain the reasons for the board to grant a waiver. The board always reserves the right to deny a waiver and require the additional information. Complete sets of plans, applications, narratives, and pictures will help avoid delays.

The City Clerk will not accept any incomplete applications that do not contain the minimal submission requirements.



Checklist of Petition Requirements

	Special Permit	Variance	Major Site Plan
Copies of the denial letter from the Zoning Enforcement Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of the proposed site (Black & White copies for petition sets are sufficient)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submittal Fees (Fees vary and may be paid by personal check, treasurer's check or money order)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development Impact Statement (DIS)			<input type="checkbox"/>
Plans			
Locus plan or certified plot plan , at a scale of one (1) inch equals one hundred (100) feet, showing the entire project and its relation to existing areas, buildings and roads for a distance of one thousand (1,000) feet from the project boundaries or such other distance as may be approved or required by the planning board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site layout , which shall contain the boundaries of the lot(s) in the proposed development, existing structures to be retained, proposed structures, drives, parking, fences, walls, walks, outdoor lighting, loading facilities, areas for snow storage after plowing, and all proposed recreational facilities and open space areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural plan , which shall include the ground floor plan and architectural elevations of all proposed buildings and a color rendering. (See Note 1 below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topography and drainage plan , which shall contain the existing and proposed final topography at two-foot intervals and plans for handling stormwater drainage, and all wetlands including floodplain areas. (See Note 2 below)			<input type="checkbox"/>
Utility plan , which shall include all facilities for refuse and sewage disposal or storage of all wastes, the location of all hydrants, fire alarm and firefighting facilities on and adjacent to the site.			<input type="checkbox"/>
Landscaping plan , showing the limits of work, existing tree lines, and all proposed landscape features and improvements including screening, planting areas with size and type of stock for each shrub or tree, and including proposed erosion control measures.			<input type="checkbox"/>

Note 1: All architectural plans Certification that the proposal is in conformance with the provisions of the Americans with Disabilities Act and the Massachusetts Architectural Barriers Board.

Note 2: Submit drainage calculations by a professional engineer that conform to subdivision regulations.

This list should be considered a summary of the requirements for petition sets. The applicant should refer to the City of Chelsea Zoning Ordinance for a full description of the required contents as well as the application for distribution information. The Zoning Board of Appeals and Planning Board retain the right to require additional information as allowed in the Zoning Ordinance. For assistance with project requirements and submission procedure, please call the Department of Planning and Development at (617) 889-8233.

All Petition Sets Must be Submitted and Stamped by the City Clerk's Office

City Hall, Room 209, 500 Broadway

Chelsea, Massachusetts 02150

Telephone (617) 889-8374

Fax (617) 889-8367